

Workforce Training Fund Documentation Checklist

Checklist of Documents to submit with each payment request:	Payment REQUIREMENTS Payments are made in 25% increments			
	INITIAL 25%	2	3	(Training Completed) 4
1) WTF 25% Start Up Payment Voucher (Returned with completed contract forms)	X			
2) Payment Voucher (Signed in blue ink)		X	X	X
3) Grant Expenditure Report A) Documentation required with each voucher request (In-house trainer records, consultant's invoices, copy of payment check) B) Signed & date in blue ink		X	X	X
4) Match Expenditure Report (Match expenditures samples)		X	X	X
5) Narrative Report (with 2 nd and 3 rd payment requests)		X	X	
6) Final Evaluation Report (Submitted after training is completed and all documentation is received)				X
7) Trainee Evaluations (30% of trained workforce must submit a copy of the employee evaluation form)		X	X	X

Note:

- 1) All grant fundable training must take place between the contract **start** and **termination** dates as listed on the signed contract. All invoices, sales slips, bills, etc. must be dated within the start and termination dates of your contract not your application date or approval letter date.
- 2) Changes of any kind by the applicant **are not allowed** without prior approval from your WTF field representative.
- 3) **This is Critical:** If responsibility for coordinating the grant/tracking paperwork is transferred to another individual during the course of the grant you must notify your field rep immediately. The field rep will contact the new person to set up a meeting to go over procedures for payment and grant/match documentation.